



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 5530.3A
N316

05 JUN 2002

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NETPDTC INSTRUCTION 5530.3A

Subj: **SECURITY OF NAVY ADVANCEMENT CENTER CLASSIFIED BUILDINGS**

Ref: (a) SECNAVINST 5510.36
(b) N316/N341 Security Recall List
(c) N311/N342 Security Recall List
(d) TPL/Library Security Recall List

1. **Purpose.** To establish procedures and responsibilities required to maintain the security of buildings 803, 803A, and 2438 within Naval Education and Training Professional Development and Technology Center (NETPDTC).
2. **Cancellation.** NETPDTCINST 5530.2
NETPDTCINST 5530.3
3. **Revision.** Since this is a major revision, marginal notations are not annotated. This revision should be read in its entirety.
4. **Background.** NETPDTC NAVSECGRU Division (N341/N316) is located in buildings 803 and 803A. The Classified Instructional Materials Branch (N311/N342) and the Training Publications Library vault occupy offices located in building 2438. Per reference (a), extraordinary physical security measures are required to protect the type and sensitivity of classified material contained in these buildings.
5. **Action**
 - a. All CDOs and NAS Regional Security Department employees will familiarize themselves with the procedures in this instruction.
 - b. Access into all classified buildings must be restricted to authorized personnel only (references (b) through (d)). The following paragraphs describe the procedures for opening and closing these workspaces during normal working hours:

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(1) The first assigned person arriving at each building will access the main door and deactivate the alarm system by entering their security access code into the alarm system keypad. If the correct code is not entered within 59 seconds after building access, the system will alarm internally and send an alarm indication to Saufley Field Gatehouse and NAS Pensacola Security. NAS Security Force will take immediate emergency action to determine the reason for the alarm. Emergency action procedures are detailed in paragraphs 5c of this instruction.

(2) To secure the building, the respective lock-up person for each building will enter their security code into the alarm system keypad and verify system activation prior to securing the vault door. After the alarms have been set, NAS Security Force will commence security checks in the following areas:

(a) Building 803:

1. Surrounding area and the four exterior doors;
2. Utility room door next to main access door;
3. Three crawl spaces under the building;
4. Topside door - second deck.

(b) Building 803A: Two exterior doors.

(c) Building 2438: All exterior doors including those located on the loading dock on the East side of the building.

c. These security checks must be conducted at least once each 8-hour shift. NAS Security Force personnel will use NASP Form 5541/1, Building Check Sheet, to indicate completed and verified inspections. If any door is found opened or unlocked, NAS Security Force will contact one of the fully-cleared personnel listed in reference (b) through (d) (as appropriate). NAS Security Force will remain at the unlocked door, but will **NOT** enter the space until a fully cleared individual is present.

d. NAS Security Force personnel will escort the recalled individual while conducting a thorough security check of interior spaces and investigating the activated alarm.

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e. If the Intrusion Detection System (IDS) alarm activates after normal working hours, the NAS Security Force will take the following actions:

(1) NAS Security Dispatcher will dispatch Security Force personnel to inspect the building's surrounding area and doors. A NAS Security Force member will protect, but NOT enter doors found open while investigating the building.

(2) NAS Security dispatch will immediately notify NETPDTC Command Duty Officer.

(3) NETPDTC Command Duty Officer will recall one of the personnel listed in listed in reference (b) or (c) (as appropriate).

(4) NAS Security Force member will escort the recalled person through the building and conduct a thorough security check and investigate the activated alarm.

Note: Only N316 personnel are permitted in the building 803 vault. Should the alarm be associated with this space, all security force personnel must remain outside the vault door.

(5) When the space is deemed clear, the recalled person will attempt to reset the alarm. Should the alarm not reset, NASP employees, Larry Hadden or Leon Polnitz will be notified to take corrective actions.

(6) Recalled personnel may depart the area only after satisfactorily completing an internal security check, upon successfully resetting and activating the security alarm panel and after the NAS Security Dispatcher verifies the alarm is reset.

(7) The NETPDTC CDO will immediately notify the Commanding Officer, Executive Officer, Security Manager, Branch Head and LCPO if any circumstance appears suspicious. The NAS Security Force will keep the NETPDTC CDO informed of all alarm activations, opened/unlocked doors, and actions taken. The NETPDTC CDO must notify the Executive Officer and Security Manager of all security problems, alarm failures, and subsequent actions taken relating to NETPDTC classified spaces.

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f. Command Duty Officer is required to contact Saufley Field front gate security personnel prior to securing for the day to ensure all alarms are properly set and all conditions are normal.



G. B. DYE

Distribution: (NETPDTCINST 5216.1E)

Lists I & II

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